

Administrative - Internal Use Only

MEMORANDUM FOR: Acting Chief, Plans, Programs Branch

THROUGH : Chief, Plans, Programs and  
Administration Division

SUBJECT : Personnel Branch Submission for Office of  
Security Monthly Report - March 1974

1. The Personnel Branch was heavily engaged in the Agency Equal Employment Opportunity Program which commenced this month. This included the preparation of special reports and the compilation of data on minority groups presently on board in addition to various meetings on this subject.

2. There were three Professional and one Clerical Career Board meetings during the month of March resulting in numerous action items administratively handled by the Branch. In addition to this, the Branch began its limited recruiting program for professionals with particular emphasis on the hiring of black employees. Office interviews were arranged with two black applicants and several others are currently being pursued. Coupled with this was the executive secretarial and advisory support given by the Branch Chief to the Professional Selection Criteria Committee.

 STATINTL

Chief, Personnel Branch/PP&AD

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Chief, Personnel Branch, PP&AD  
4E-63, Hqs.

EXTENSION  
5643

NO.  
DATE

TO: (Officer designation, room number, and building)

DATE

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OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, PP&AD  
4E-69, Hqs.

10 APR 1974

2.

3. Acting Chief, PPB  
4E-58, Hqs.

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